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OPPORTUNITY FOR HEARING

An applicant whose application is recommended for disapproval may request a hearing before the State Superintendent of Public Instruction or designee. Formal written notification requesting such a hearing must be submitted within thirty (30) calendar days of receipt of notice that the application is recommended for disapproval to:

Jillian Balow

State Superintendent of Public Instruction

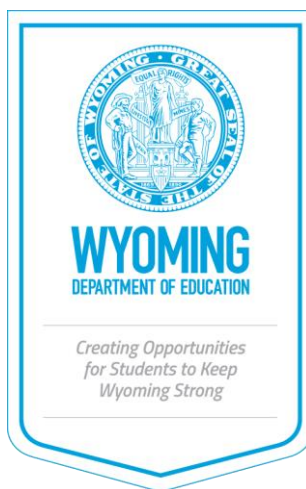
Wyoming Department of Education

Hathaway Building, Second Floor

2300 Capitol Avenue

Cheyenne, Wyoming 82002-0050

Hearings will be held in accordance with the Wyoming Administrative Procedure Act, W.S. 16-3-101 through 16-3-115, and Section 425 of the General Education Provisions Act.



Program Information Review

Program Purpose

The Career Technical Education (CTE) Grant Program is based on Wyoming's Career Technical Education Strategic Plan developed in 2007 entitled, "New Directions for High School Career and Technical Education in Wyoming." The program's purpose pursuant to W.S. 21-12-105 is to continue the work started in 2008 to: (i) Prepare high school students for a full range of postsecondary options, including two (2) year and four (4) year college, apprenticeship, military and formal employment training; (ii) Connect academic and technical curriculum grounded in academic and industry standards; (iii) Provide innovative strategies for ensuring student access to career choices, as well as opportunities for work-based learning and dual enrollment in related postsecondary education courses; (iv) Support workforce, education and economic need of Wyoming.

The school district of the awarded project may apply to the Wyoming Department of Education (WDE) for reimbursement of expenses associated with planning, development, and implementation of a CTE demonstration project as a new or expansion to any existing high school CTE program in a school district. Amounts awarded under this program shall be used for the following: 1) Curriculum development, 2) Project design costs, and 3) Fund initial purchases of equipment and supplies incurred for the project. Project proposals must focus on systematic development of academic core-career technical education integration, curriculum alignment with industry standards, career clusters, career pathways, career guidance, and course sequencing. The CTE demonstration project proposal must also lead secondary students to one or more of the options of workforce entry, certificate or credential obtainment, and/or post-secondary education.

Partnership Development

Hoachlander, Klein, and Studier (2007) mention "the absence of industry-specific standards means that the content and rigor of career and technical education programs vary statewide."¹ In order to alleviate this variation it is important to recognize the value of business and industry partners to educational development. Identifying appropriate technical knowledge, skills, and equipment necessary for programs is crucial to developing standards and programs of study that align with industry expectations. In addition to a business or industry partner, it is important to identify a community college or University partner as well. Developing a relationship with a post-secondary institution promotes dual and concurrent enrollment opportunities. This also provides possible articulation to ensure programs of study and career pathways support post-secondary options.²

In order to apply for this grant program, **the school district must partner with, at least, one community college or University and one business/ industry partner.** The partnership must result in an agreement between the school district and post-secondary institution related to the proposed project. An assurances sheet is provided in the Appendices section in order to assure the participation of actively committed representatives.

1. Hoachlander, G., Klein, S., & Studier, C. (2007). New Directions for High School Career and Technical Education in Wyoming: A Strategic Plan. Berkeley: CA. MPR Associates, Inc.

2. Hoachlander, G., & Yanofsky, D. (2011). Making STEM Real. *Educational Leadership*. 68 (6) 60-65. Retrieved June 26, 2012 from <http://www.connectedcalifornia.org/downloads/MakingSTEMReal-EdLeadershipMagazine2011.pdf>

Allowable Activities

The demonstration project grant award may use the funds to carry out a broad scope of development and implementation activities. These activities shall improve existing CTE programs or start new CTE programs that encourage improvement and innovation of CTE and align with Wyoming workforce needs. Grant funds shall be used on the following allowable activities to achieve implementation:

- Convergence/Integration of CTE and core curriculum;
- Project design activities;
- Equipment and supply purchases;
- Curriculum development and implementation;
- Career cluster/pathway development;
- Career guidance and academic counseling;
- Curriculum alignment with industry standards;
- Alignment of curriculum, instruction and assessment;
- Development and implementation of innovative secondary school-based delivery models (career academies, small learning communities);
- Literacy and/or numeracy development through CTE;
- Development of high school student work-based learning opportunities;
- Development of high school dual enrollment opportunities in related postsecondary education courses;
- Activities leading to career certification, credential or postsecondary degree;
- Activities leading to a Wyoming Career Readiness Certificate for high school students;
- Professional development for educators;
- Promotion Materials;
- Employ certified teachers to provide course instruction during two year project implementation;
- Travel;
- Other activities that prepare high school students for career and college.

Disallowed Activities

- Activities not allowable under state and federal guidelines;
- Unapproved project expenditures and budget changes.

Project Timeline

- | | |
|------------------------------------|---|
| ▪ March 25 th , 2016 | Demonstration Grant Released |
| ▪ June 1 st , 2016 | Grant Submitted to the WDE |
| ▪ June 30 th , 2016 | WDE Grants Awards |
| ▪ July 15 th , 2016 | State Funding and Monitoring Begin |
| ▪ June 30 th , 2017 | Project Year One Ends with Midterm Evaluation |
| ▪ July 1 st , 2017 | Project Year Two Begins |
| ▪ June 30 th , 2018 | State Funding Ends with Final Evaluation |
| ▪ September 1 st , 2018 | Final Evaluations Due |

Project Coordinator

A project coordinator must be assigned as the manager of the grant. This individual will serve as the primary point of contact for information dissemination and coordination with the CTE demonstration project grant program manager. The project coordinator will oversee all aspects of the grant including budget accountability and compliance, and ensuring the program goals are met, as well as organizing, compiling, and submitting necessary reports and data in a timely and appropriate manner. The project coordinator must be a staff member of the school district.

Application Guidelines

Proposal Requirements

All proposal applications will be submitted through the Grants Management System (GMS) and must follow established format, instruction and contain the components listed. Carefully read the entire grant application and guidelines document before beginning to prepare an application. A draft document maybe typed in WordPad (or other similar applications) and copied and pasted into GMS, for more instructions on GMS, refer to the “forms file.”

1) Cover Page, Table of Contents

Project proposal applications must complete the application coversheet.

2) Project Narrative

The project narrative is an overview of the development, implementation, and sustainability of the proposed project. The project narrative proposed program should understand the needs of career technical education, and the economic development and workforce needs in Wyoming. The project narrative should serve as the executive summary.

3) Implementation Plan

The implementation plan must include action steps, identified resources, timeline, responsible individual(s), and resulting evidence of success.

4) Preparation

Districts will help prepare high school students for a full range of post secondary options, including two (2) year and four (4) year college, apprenticeship, military and formal employment training by addressing the following criteria:

College and Career Readiness—Establishment of college and career readiness standards that define what students are expected to know and be able to do to enter and advance in college, postsecondary training, or careers.

Accountability and Evaluation systems—Utilization of systems and strategies to gather quantitative and qualitative data on both local Program of Study components and student outcomes to support development and implementation of rigorous CTE programs of study at the local level. Project objectives should undergo formative and summative evaluations, data collection on student engagement, student achievement, and college and career readiness.

5) Connection

Districts will connect academic and technical curriculum grounded in academic and industry standards by addressing the following criteria:

Partnerships—Promotion of relationships among secondary and postsecondary education, business, and other community stakeholders to support rigorous CTE Program of Study design, implementation, and maintenance.

Professional Development—Identification of a need for project focused professional development. Identification of relevant, research based professional development opportunities and offering of those professional development activities to promote the sustained, intensive, and focused involvement of school and college administrators, teachers, and faculty.

Technical Skill Assessment—Involvement with national, state, and/or local assessment activities that provide ongoing information about the extent to which students are attaining the necessary knowledge and skills for entry into, and advancement in, postsecondary education, training, and careers in their chosen program of study.

6) Innovation

Districts will provide innovative strategies for ensuring student access to career choices, as well as opportunities for work-based learning and dual enrollment in related post secondary education courses by addressing the following criteria:

Credit Transfer—Development of articulation and credit transfer agreements that provide opportunities for secondary students to be awarded postsecondary credit while still enrolled in high school.

Teaching and Learning Strategies—Development of innovative and creative instructional approaches that enable teachers and instructors to integrate academic and technical instruction, and students to apply academic and technical learning in their Program of Study courses. Use of CTE to develop literacy and numeracy skills in real life situations.

Career Guidance and Academic Counseling—Promotion and expansion of career guidance and academic counseling activities that help students explore educational opportunities so they can make informed decisions about which Program of Study to pursue.

Course Sequences—Creation of effective Programs of Study that offer a non-duplicative sequence of secondary and postsecondary courses that ensure students are able to transition to postsecondary education or training without duplicating classes or requiring remedial coursework or preparation.

Innovative Delivery Models and Practices – Innovative delivery models such as career academies and small learning communities. Practices that support academic and CTE integration, technology and distance learning in CTE, and work-based learning.

Alternative Industry Credentials – Implementation of a national student credential or certification into the project.

7) Support

Districts programs will support workforce, education and economic needs of Wyoming by addressing the following criteria:

Sustainability—A plan in place to continue the project after two year funding period.

Leadership and Policies—Formation of administrative policies to promote CTE Program of Study development and implementation by local school boards and district leaderships.

8) Budget Narrative

Each proposal application must include a budget accounting structure (Form #3), which includes a detailed line item budget that contains the project total, timeline, allocation costs and explanations for requested funds in the 100 series—Salaries, 200 series—Employee Benefits, 300 series—Purchased Services, 400 series—Supplies and Materials, and 500 series—Equipment.

Supplement not supplant: “Supplement” means to “build upon” or “add to”; “supplant” means to “replace” or “take the place of.” Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities *may not* be displaced by federal funds and reallocated for other organizational expenses.

9) Assurances & Supporting Documentation

Each proposal application must include an appendices section containing signed assurance sheet, letters of support and participation from each project member, and copies of signed secondary-postsecondary articulation agreements related to the project.

Application Deadline and Submission

CTE demonstration project grant proposals **must be submitted via GMS by 5:00 pm on Wednesday, June 1st, 2016** to the Wyoming Department of Education (see GMS instruction document).

The Wyoming Department of Education reserves the right and discretion to reject any and all proposal applications received as a result of this announcement and will do so if the proposal application does not adhere to eligibility criteria or application preparation and submission instructions. Prompt notification of this determination will be sent upon receipt.

Application Review Process

The WDE Career Technical Education (CTE) section and its selected grant reviewers will evaluate and score the proposal applications using a predetermined scoring rubric included below.

Notification of Funding Decision

Applicants will be notified of the final funding decision through email correspondence no later than Thursday, June 30th, 2016. All applicants will receive formal letters from the WDE notifying them of the funding decision.

Funding and Eligibility

Eligible Applicants

Any authorized representative of a Wyoming school district may complete and submit a project proposal application. Entities eligible to apply for CTE demonstration project grants must belong to a partnership consisting of, at least one Wyoming School district, one community college or University, and one Wyoming business/industry partner for the purposes of the partnership grant. Project secondary and postsecondary partners must have signed articulation agreements related to the proposed project.

Available Funds

State funds have been allocated in the 2016-2018 biennium for the CTE Demonstration Project Grant Program. The CTE Demonstration Project Grant Program is a competitive grant program with appropriation in the amount of \$500,000. Not all applicants who submit proposal applications will receive funding. Not all grant funds have to be allocated and any proposal may be partially funded. State grant funding will be limited to a two-year project with a project maximum of \$125,000. There is no minimum funding amount. State grant assistance will be limited to one CTE demonstration project grant per applicant from July 1st, 2016, through June 30th, 2018.

All funds requested shall be **reasonable and necessary** for carrying out the goals and objectives of the grant proposal. All awards are subject to availability of CTE demonstration project grant funds and appropriate development and implementation of programming. Any project that receives a CTE Demonstration Project Grant shall use the funds for allowable activities during the grant period upon award date beginning July 15th, 2016, through June 30th, 2018. Unexpended grant funds shall not be carried over to support programming after June 30th, 2018. Funds from this grant program shall not be used to reimburse activities conducted prior to July 15th, 2016 and without notification of a Demonstration Project grant award. Funds from this grant program shall not be used for activities not related to those outlined in the Grant Application and Program Guidelines or other activities not allowable under state and federal guidelines. Disallowed grant activities or non-reporting shall result in discontinuation of grant funding and shall require refunding of disbursed funds.

Project Reporting

Reporting

The project coordinator shall submit reports to the WDE CTE demonstration project grant program manager quarterly via GMS. **Failure to report for two consecutive reporting periods may result in the loss of grant program funds and the ability to receive demonstration grant funds in the future.** The project coordinator is responsible for any other reporting and coordination/ facilitation of project meetings as necessary. Quarterly activity should include progress toward the implementation plan's focus areas, action steps, identified resources, timeline, responsible individual(s), and resulting evidence of success.

Invoicing

Applicant projects must be able to provide services on a cost reimbursement basis. Awarded applicant projects will be reimbursed monthly based on expenditure information submitted via invoices on school district letterhead, submitted each month by the last day of the month and uploaded via GMS. Reimbursements will not exceed the awarded grant funds. Once an invoice is received, funds will typically

be provided to districts within 4-6 weeks. Invoice must contain the following detailed information for expenditures in the prior month to expedite payment:

- Date;
- Invoice Number (numerically increasing);
- Project ID Number (on Grant Award Letter);
- School District Number;
- Series Total in 100—Salaries, series 200—Employee Benefits, series 300—Purchased Services, series 400—Supplies and Materials, and series 500—Equipment;
- Invoice Total; and
- Upload receipts/company invoices.

Please provide the invoicing information to your business manager to ensure correct format is used and invoices are submitted on time.

Travel

Travel will be reimbursed at the M&IE rate for both in-state travel and out-of-state travel. When needed, the Department will authorize exceptions to the lodging cap. Other travel-related expenses of \$15.00 or more (e.g., taxi, rental car, bag fees) can be invoiced at cost with receipt attached.

Management Requirements for Equipment

Equipment purchased through the demonstration grant project funds will be owned by the school district awarded the grant funds. All equipment purchased with demonstration grant program funds must be tagged with project identification information including year, grant number, CTE Demonstration Project Grant Program, and school district of ownership.

Project Changes and Evaluation

Changes

Changes to original grant proposals and budgets can take place any time during the project, before implementation or expenditure and must be submitted as an amendment on GMS with prior approval by the WDE CTE demonstration project grant program manager.

Evaluation

Grant activities will be monitored and evaluated during the demonstration project partnership grant period by the Wyoming Department of Education, CTE Section (and/or any of its agents or contractors) at the midterm and end of the CTE Demonstration Project. The Wyoming Department of Education will request data on student outcomes after project award period ends and may request grant recipients to present at local educational functions.

Grant recipients will also be required to complete a final project assessment.

Wyoming Department of Education Contact

Primary Contact

The primary contact for the CTE Demonstration Project Grant Program is:

Loralyn O’Kief
Education Consultant - CTE
Wyoming Department of Education
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Cheyenne, WY 82002-0050
307-777-3549, 307-777-6234 (fax)
loralyn.okief@wyo.gov

In addition to regular reporting requirements, program participants are encouraged to communicate on a regular basis with the CTE demonstration project grant program manager and the CTE section supervisor for support and assistance. The program manager will conduct regular site visitations and telephone conferences during the length of the grant period or when special circumstances require.

Checklist

<input type="checkbox"/>	Application Cover Page
<input type="checkbox"/>	Assurances
<input type="checkbox"/>	Project Narrative
<input type="checkbox"/>	Implementation Plan
<input type="checkbox"/>	Budget Accounting Structure
<input type="checkbox"/>	Supporting Documentation